

## Cover Letter Inquiring about Internship Possibilities

2343 Blacksburg Road  
Covington, Louisiana 70043

February 12, 2000

Ms. Donna Conrad  
Special Programs Assistant  
Washington Parish Family Court Wilderness Challenge  
303 Center Street  
Franklinton, Louisiana 70438

Dear Ms. Conrad:

As the end of my junior year at the University of New Orleans approaches, I am seeking an opportunity to apply and supplement my sociology and family/child development studies through an internship. While researching opportunities in the field of criminal justice and law, I found that your program works with juvenile delinquents. I am writing to inquire about possible internship opportunities with the Washington Parish Family Court Wilderness Challenge.

My work background and coursework have supplied me with many skills and an understanding of dealing with the adolescent community. Since last fall I have worked as a hotline assistant for a local intervention center. I counsel teenagers about personal concerns and refer them, when necessary, to appropriate professional services for additional help.

I have been active at my university as a resident hall assistant, which requires me to establish rapport with fifty residents and advise them on personal matters, as well as university policies. In addition, I develop social and educational programs and activities each semester for up to 200 participants.

My enclosed resume provides additional details about my background. I will call you next week to see if it would be possible to meet with you in early March to discuss your program.

Thank you for your consideration.

Sincerely,

(Signature)

Your Typed Name